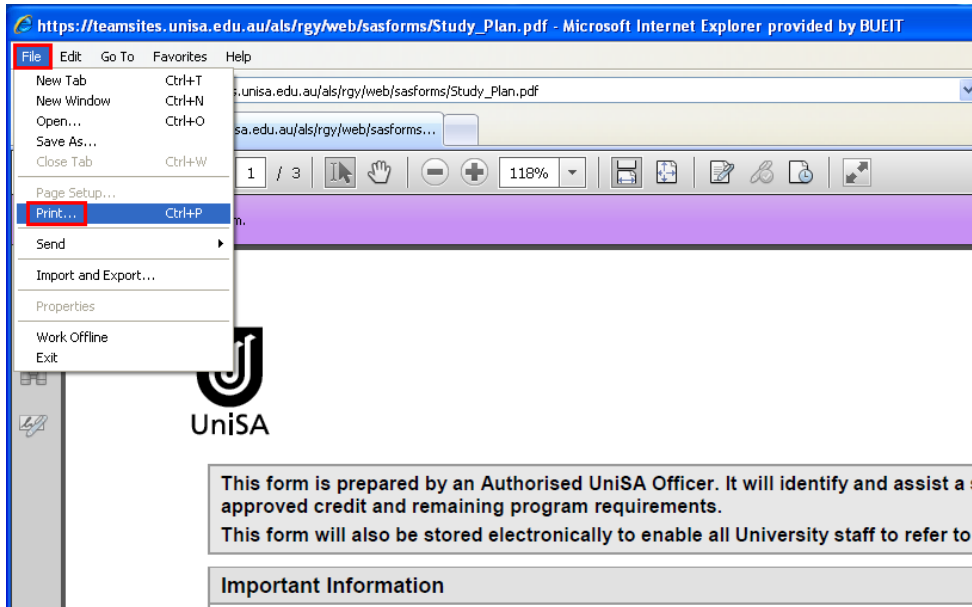
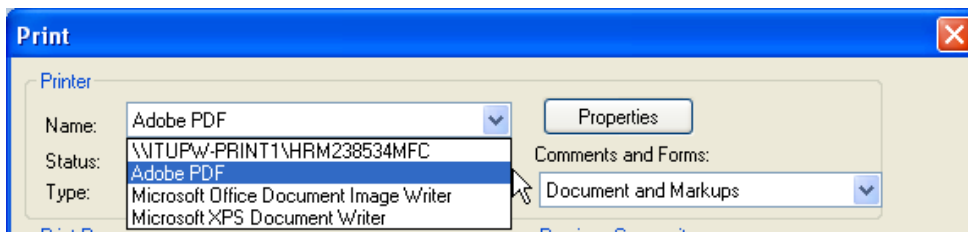


Creating a read-only copy of a writable PDF

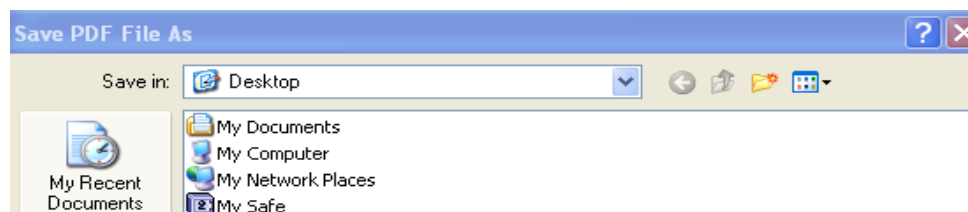
Once the online web form has been completed select File > Print.



The 'Print' dialogue box will be displayed. Select the **down arrow** beside the printer name to display a list of print options. Click the **Adobe PDF or CutePDF Writer** option and click **Print**.



The 'Save PDF File As' dialogue box will be displayed. You can select where you would like to save the file by using the options in the left hand menu. Once you have selected the location click **Save**.



A read-only PDF version of the document will be saved to your nominated location and the document will open on your screen. Note that the drop-down data options have been removed and the data fields cannot be changed or edited.